



# Firearms Dealer Acquisition System (FDAS) User Guide



# California Department of Justice

## FDAS User Guide

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### 1 Introduction

The Firearms Dealer Acquisition System was developed for Secondhand Dealers (SHD) and Pawnbrokers (PB) within the state of California to submit firearm dealer acquisition of firearm information to the California Department of Justice (Cal-DOJ) via the Internet. To enroll in FDAS is a two step process. You must first complete and mail or fax your enrollment package to the Department of Justice, Bureau of Firearms. Once the enrollment package is received you will receive an Email informing you that you may now continue to step 2 of the enrollment process. Section 2 of this User Guide will walk you through Step 2 of the enrollment process.

You will need the following information to enroll.

1. Your Valid CFD Number
2. Your Valid COE Number
3. Your physical Business Address Zip Code

Follow the link provided to you in the Email from the Department of Justice informing you that you are now ready to use the On-line enrollment for FDAS.

Once enrolled, you will receive a temporary password via Email that you will have to change within 24 hours.

#### 1.1 Secondhand Dealer User Guide Sections

If you are a Secondhand Dealer the following sections pertain to you:

Section 1 – Introduction

Section 2 – Enrollment

Section 3 – Secondhand Dealer Main Menu Options

Section 5 – Entering a Firearms Acquisition Report (FAR)

Section 6 - Change Email, Change Password, or Reprint a FAR

#### 1.2 Pawnbroker User Guide Sections

If you are a Pawnbroker the following sections pertain to you:

Section 1 – Introduction

Section 2 – Enrollment

Section 4 – Pawnbroker Main Menu Options

Section 5 – Entering a Firearms Acquisition Report (FAR)

Section 6 - Change Email, Change Password, or Reprint a FAR



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## 2 Enrollment

Once you navigate to the website the following web page will display.

### 2.1 FDAS Log In Page

The screenshot shows the FDAS Log In Page. At the top is the header for the Office of the Attorney General, State of California, Department of Justice, Edmund G. Brown Jr., Attorney General. Below the header is a navigation bar with links for AG HOME PAGE, VERSION 1.0.0.22 (06/08/2010), CONTACT US, and HELP. A red asterisk indicates required fields. The main heading is "Log In to Firearms Dealer Acquisition System (FDAS)". Below this is a yellow box with the text "Not yet enrolled in FDAS? If you have not already enrolled, please [enroll in FDAS](#)." The link "enroll in FDAS" is circled in red. A red arrow points from a callout box to the link. The callout box contains the text: "Click on the 'enroll in FDAS' link. This will take you to the enrollment page". Below the yellow box is the "Enrolled FDAS users" section, which includes a link for "[View Login and Password information]". There are two input fields: "\*Login ID" and "\*Password". Below the password field is a link for "Forgot Password? [View instructions]". At the bottom are "Submit" and "Clear" buttons. A note at the bottom states: "Please click buttons only once. Multiple clicks will delay processing."

**Office of the Attorney General**  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE | VERSION 1.0.0.22 (06/08/2010) | CONTACT US | HELP

\* Indicates Required Field

Tuesday, June 08, 2010 11:28:23 AM

### Log In to Firearms Dealer Acquisition System (FDAS)

**Not yet enrolled in FDAS?**  
If you have not already enrolled, please [enroll in FDAS](#).

**Enrolled FDAS users** [View Login and Password information]

\*Login ID

\*Password  [Forgot Password? \[View instructions\]](#)

Please click buttons only once. Multiple clicks will delay processing.

Click on the "enroll in FDAS" link. This will take you to the enrollment page



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Once you have clicked on the “enroll in FDAS” link, the following web page will display.

### 2.2 FDAS Enrollment Guidelines Screen

The screenshot shows the 'Office of the Attorney General' website header with the state seal and navigation links. Below the header, the page title 'FDAS Enrollment Guidelines' is centered. The main content area lists the required information for enrollment: California Firearms Dealer (CFD) number, Certificate of Eligibility (COE) number, Business e-mail address, and Zip Code (of Business Physical Street Address). At the bottom, there is a prompt to press the 'Continue' button to proceed, followed by two buttons: 'Continue' and 'Cancel'.

**Office of the Attorney General**  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

[AG HOME PAGE](#) [VERSION 1.0.0.22 \(06/08/2010\)](#) [CONTACT US](#) [HELP](#)

**Tuesday, June 08, 2010 11:29:14 AM**

### FDAS Enrollment Guidelines

You will need the following information to complete enrollment:

- California Firearms Dealer (CFD) number
- Certificate of Eligibility (COE) number
- Business e-mail address
- Zip Code (of Business Physical Street Address)

If you have all the required information, please press the "Continue" button to proceed.


If you have all required information click “Continue”. If you do not have the required information click “Cancel” and gather what you need to enroll in FDAS.



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## FDAS User Guide

### 2.3 Enrollment Screen – CAPTCHA verification Code

 **Office of the Attorney General** [SKIP TO CONTENT](#)




State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

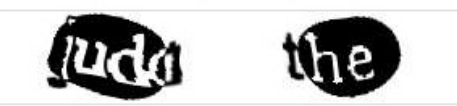
[AG HOME PAGE](#) [VERSION 1.0.0.22 \(06/08/2010\)](#) [CONTACT US](#) [HELP](#)

**\* Indicates Required Field**

### Enroll in FDAS

1. Type the verification code shown below in the text field beneath it. Enter the code exactly as shown, including one space between the two parts of the code.

3.  4.  5.  2. [Will I have to type a verification code every time I log in to this system?](#)  
[Why are you requiring a verification code \(CAPTCHA\)?](#)  
[What if I can't see the characters I am supposed to type?](#)






stop spam. read books.

**\*CFD Number**  **\*COE Number**  **\*Zip Code** (of Business Physical Street Address)

**\*Business Email Address**

**\*Confirm Business Email Address**

1. Follow the instructions on the page to enter the CAPTCHA verification code.
2. For more information on CAPTCHA click on the links on the right of the page.
3. To change the CAPTCHA verification code click on the  Symbol.
4. For the visually impaired, click on the  symbol. Type, in the text field, what the audio plays.
5. For more information on CAPTCHA, click on the  symbol.
6. Do not click on "continue" until you have filled in the rest of the required fields. Continue to section 2.4 of this User Guide.



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### 2.4 Enrollment Screen – Enter Dealer Information

**Office of the Attorney General**  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE      VERSION 1.0.0.22 (06/08/2010)      CONTACT US      HELP

**\* Indicates Required Field**

### Enroll in FDAS

Type the verification code shown below in the text field beneath it. Enter the code exactly as shown, including one space between the two parts of the code.

**judo the**

[Will I have to type a verification code every time I log in to this system?](#)  
[Why are you requiring a verification code \(CAPTCHA\)?](#)  
[What if I can't see the characters I am supposed to type?](#)

stop spam. read books.

1. \*CFD Number 12345      2. \*COE Number 000000123      3. \*Zip Code (of Business Physical Street Address) 95758

4. \*Business Email Address user.guide@doj.ca.gov

5. \*Confirm Business Email Address user.guide@doj.ca.gov

6. Continue Cancel

1. Enter your valid 5 digit CFD Number in the “CFD Number” field.
2. Enter your valid COE Number in the “COE Number” Field. The system will zero fill the COE number to make it the expected 9 character length.
3. Enter your 5 digit Business Physical Zip Code in the “Zip Code” field.
4. Enter your Business Email Address.
5. Confirm your Business Email Address by entering it again. (The Business Email will be used to send you your temporary password for FDAS.)
6. Click “Continue”.





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## FDAS User Guide

### 2.5 Pending Dealer Notification

Office of the Attorney General  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General  
AG HOME PAGE  
VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP  
\* Indicates Required Field  
Tuesday, June 08, 2010 11:45:32 AM  
**Pending FDAS Enrollment Confirmation**  
CFD Number 12345 COE Number 000001234 Zip Code 93630  
Business Email Address User.guide@doj.ca.gov Edit  
\*I/we confirm that the above information submitted for enrollment in the FDAS System is correct.  
Cancel

1. If you have entered incorrect information click on the “Edit” button to go back. **OR**
2. Confirm that the enrollment information you entered is correct by clicking in the box.

### 2.6 Enrollment “Confirm” Button

Office of the Attorney General  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General  
AG HOME PAGE  
VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP  
\* Indicates Required Field  
Tuesday, June 08, 2010 11:45:32 AM  
**Pending FDAS Enrollment Confirmation**  
CFD Number 12345 COE Number 000001234 Zip Code 93630  
Business Email Address User.guide@doj.ca.gov Edit  
\*I/we confirm that the above information submitted for enrollment in the FDAS System is correct. ☒  
Cancel Confirm  
Once you check the box the confirm button will be visible

1. If all information is correct, click on the “Confirm” button.



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### 2.7 Secondhand Dealer Confirmation Disclaimer

If you are a Secondhand Dealer the above confirmation message will display.

- 1 Click in the box if you are a Secondhand Dealer licensed pursuant to B&P Section 21641, and your license is active.

### 2.8 Secondhand Dealer Submit Enrollment

Once the certification is checked the submit button will be visible.



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## FDAS User Guide

### 2.9 Pawnbroker Confirmation Disclaimer

Office of the Attorney General  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP

Tuesday, June 08, 2010 11:46:32 AM

### Pending FDAS Enrollment Confirmation

#### Pawnbroker

- California law requires a Pawnbroker (defined in California Financial Code (FC) Section 21000) to be licensed. (FC Section 21300, subd. (a).)
- California law also requires every Pawnbroker or Secondhand Dealer to electronically report to DOJ each firearm purchased, taken in trade, taken in pawn, accepted for sale on consignment, or accepted for auctioning, on the day he or she receives the property, or no later than the first working day after receiving the property. (Business and Profession (B&P) Code Section 21628.2, subd. (b).)
- As a licensed Pawnbroker, you are required to submit a Firearms Acquisition Report to DOJ regarding each Pawn, Buy, or Consignment firearm you acquire.

\*I certify under penalty of perjury under the laws of the State of California that I am a Pawnbroker licensed pursuant to FC Section 21300, subd. (a), and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership. ☐

Cancel

If you are a Pawnbroker the above confirmation message will display

1. Click in the box if you are a Pawnbroker licensed pursuant to FC Section 21300, subsection (a) and your license is active.

### 2.10 Pawnbroker Submit Enrollment

Office of the Attorney General  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP

Tuesday, June 08, 2010 11:46:55 AM

### Pending FDAS Enrollment Confirmation

#### Pawnbroker

- California law requires a Pawnbroker (defined in California Financial Code (FC) Section 21000) to be licensed. (FC Section 21300, subd. (a).)
- California law also requires every Pawnbroker or Secondhand Dealer to electronically report to DOJ each firearm purchased, taken in trade, taken in pawn, accepted for sale on consignment, or accepted for auctioning, on the day he or she receives the property, or no later than the first working day after receiving the property. (Business and Profession (B&P) Code Section 21628.2, subd. (b).)
- As a licensed Pawnbroker, you are required to submit a Firearms Acquisition Report to DOJ regarding each Pawn, Buy, or Consignment firearm you acquire.

\*I certify under penalty of perjury under the laws of the State of California that I am a Pawnbroker licensed pursuant to FC Section 21300, subd. (a), and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership. ☒

Cancel Submit

Once the certification is checked the submit button will be visible.



# California Department of Justice FDAS User Guide

## 2.11 Successful Enrollment Confirmation

The screenshot displays the 'Office of the Attorney General' website. At the top, there is a navigation bar with 'AG HOME PAGE', 'VERSION 1.0.0.22 (06/08/2010)', 'CONTACT US', and 'HELP'. A red circle highlights a confirmation message: 'Your account has been created. An email has been sent to your email address which contains password for login. The password is only valid for the next 24 hours.' Below this, the heading 'Log In to Firearms Dealer Acquisition System (FDAS)' is visible. A yellow box contains the text 'Not yet enrolled in FDAS? If you have not already enrolled, please enroll in FDAS.' The login section includes fields for '\* Login ID' and '\* Password', with a 'Forgot Password? [View instructions]' link. At the bottom, there are 'Submit' and 'Clear' buttons, and a note: 'Please click buttons only once. Multiple clicks will delay processing.'

**Office of the Attorney General**  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE      VERSION 1.0.0.22 (06/08/2010)      CONTACT US      HELP

**\* Indicates Required Field**

**Tuesday, June 08, 2010 11:47:18 AM**

✓ Your account has been created. An email has been sent to your email address which contains password for login. The password is only valid for the next 24 hours.

### Log In to Firearms Dealer Acquisition System (FDAS)

**Not yet enrolled in FDAS?**  
If you have not already enrolled, please [enroll in FDAS](#).

**Enrolled FDAS users**      [View Login and Password information]

**\* Login ID**

**\* Password**      [Forgot Password? \[View instructions\]](#)

Please click buttons only once. Multiple clicks will delay processing.

At this point, wait for the Email containing your temporary password which will be sent to the Email address you entered at enrollment.

Once you receive the Email, you must log into FDAS with your temporary password within 24 hours of enrolling.






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## FDAS User Guide

### 2.12 Forgot Password Function



**Office of the  
Attorney General**

State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE

VERSION 1.0.0.25 (06/10/2010) CONTACT US HELP

SKIP TO CONTENT

\* Indicates Required Field

Friday, June 11, 2010 11:00:01 AM

### Log In to Firearms Dealer Acquisition System (FDAS)

**Not yet enrolled in FDAS?**  
If you have not already enrolled, please [enroll in FDAS](#).

**Enrolled FDAS users** [View Login and Password information]  
**\*Login ID**  
  
**\*Password**  
  
[Forgot Password?](#) [Hide Instructions](#)

Enter Login ID, then [Request Password](#)  
Additional instructions will be sent to the email address associated with your FDAS user account.

Please click buttons only once. Multiple clicks will delay processing.

If it has been over 24 hours since you have enrolled, you will need to utilize the “Forgot Password” function by clicking on the “Forgot Password” Link, on the Log In page. Follow the instructions on the “Forgot Password” Function and a new temporary password will be sent to the Email you entered at enrollment. You must use that temporary password within 24 hours or it will also expire, and you will have to utilize the “Forgot Password” function again.



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## FDAS User Guide

### 2.13 Log In With Temporary Password

To log into FDAS you will enter your 5 digit CFD number as your Login ID and your temporary password on the Log in screen and click "Submit".

Office of the Attorney General  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

AG HOME PAGE

VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP

\* Indicates Required Field

Tuesday, June 08, 2010 11:28:23 AM

### Log In to Firearms Dealer Acquisition System (FDAS)

**Not yet enrolled in FDAS?**  
If you have not already enrolled, please [enroll in FDAS](#).

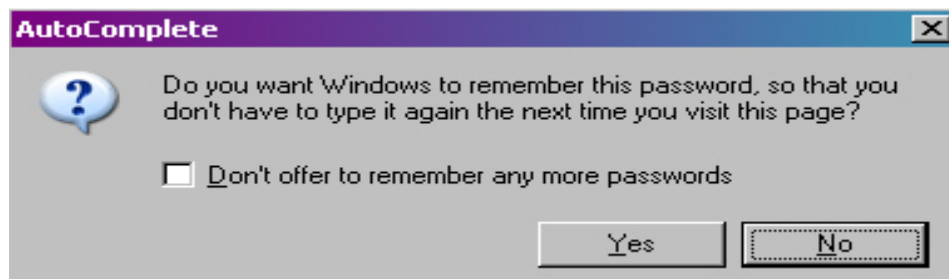
Enrolled FDAS users [\[View Login and Password information\]](#)

\*Login ID

\*Password  
 [Forgot Password? \[View instructions\]](#)

Please click buttons only once. Multiple clicks will delay processing.

! Please Note: Do not ever let Windows Remember your password for you. If you receive the following message, always click "NO"





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## FDAS User Guide

### 2.14 Change Temporary Password

188,124

**Office of the  
Attorney General**


[SKIP TO CONTENT](#)

State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

VERSION 1.0.0.22 (06/08/2010) [CONTACT US](#) [HELP](#) [LOGOFF](#)

**\* Indicates Required Field**

Welcome, Doj Test Dealer  
Wednesday, June 16, 2010 8:14:18 AM

 The system generated password must be changed.

### Change Password

**\*Current Password**

**\*New Password**

**\*Re-enter New Password**

Note: Passwords must be at least 8 characters and must contain at least one upper case alpha, at least one lower case alpha and at least one numeric character. Special characters are optional but recommended.

Please click buttons only once. Multiple clicks will delay processing.

Submit

Clear

If this is your first time logging into the system, or if you have a temporary password from the “Forgot Password” function, you will be automatically prompted to change your password to a new one. Passwords are case sensitive. The new password must be at least 8 characters and must contain at least one upper case alpha, at least one lower case alpha, and at least one numeric character. Special characters are optional but recommended.

To change your password you must enter your current password, the password you want to change it to and then re-enter the new password, then click the “Submit” Button.



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## FDAS User Guide

### 2.15 Password Changed Successfully Screen

The screenshot displays the FDAS (Firearms Dealer Acquisition System) interface. At the top, the header includes the 'Office of the Attorney General' logo, the text 'State of California • Department of Justice • Edmund G. Brown Jr., Attorney General', and a navigation bar with 'VERSION 1.0.0.22 (06/08/2010)', 'CONTACT US', 'HELP', and 'LOGOFF'. A 'SKIP TO CONTENT' link is in the top right. On the left, a 'MAIN MENU' sidebar lists options: 'Buy', 'Pawn', 'Consignment', 'Change Email Address', and 'Change Password'. The main content area features a red oval highlighting the message: '✓ Your password has been modified.' Below this, the text 'Department of Justice Bureau of Firearms' and 'Firearms Dealer Acquisition System (FDAS)' is displayed. To the right is the official seal of the California Department of Justice, Bureau of Firearms. The bottom of the page shows a small logo, 'Version 1.0', and 'CONTACT US' and 'HELP' links. The user information 'User: Doj Test' and the timestamp 'Tuesday, June 08, 2010 11:52:53 AM' are visible in the top right corner.

Now that you have successfully changed your password you are ready to enter a Firearm Acquisition Report (FAR). If you are a Secondhand Dealer continue to Section 3 for your Main Menu options. If you are a Pawnbroker, skip to Section 4, for your Main Menu options.





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## FDAS User Guide

### 3 Secondhand Dealer Main Menu Options

If you are licensed Secondhand Dealer you will have the option to submit “Buy”, or “Consignment” transaction types. You will also have the ability to change your password, change your Email Address, or reprint Firearm Acquisition Reports (FAR) that you have submitted within the last 24 hours. The details of each function will be further explained in Sections 5 and 6 of this User Guide.

#### 3.1 Secondhand Dealer Main Menu Options Screen

Office of the Attorney General

State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP LOGOFF

SKIP TO CONTENT

MAIN MENU

- Buy
- Consignment
- Change Email Address
- Change Password

User: Doj Test Dealer  
Tuesday, June 08, 2010 2:59:22 PM

Department of Justice  
Bureau of Firearms

Firearms Dealer  
Acquisition System (FDAS)

Version 1.0 | CONTACT US | HELP



# California Department of Justice FDAS User Guide

## 3.2 Secondhand Dealer Reprint FAR option

Office of the Attorney General  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General  
VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP LOGOFF

MAIN MENU  
Buy  
Consignment  
Reprint  
Change Email Address  
Change Password

User: Doj Test Dealer  
Wednesday, June 16, 2010 8:32:33 AM

Department of Justice  
Bureau of Firearms

Firearms Dealer  
Acquisition System (FDAS)

Version 1.0 | CONTACT US | HELP

You will only see the “Reprint” option on the Main Menu if you have submitted a FAR within the last 24 Hours. Any FARs that are over 24 hours old will not be available to reprint.



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## 3.3 Main Menu for Expired or Revoked Secondhand Dealer License

The screenshot displays the FDAS user interface. At the top, the header includes the Office of the Attorney General logo, the text "Office of the Attorney General", and a navigation bar with "State of California • Department of Justice • Edmund G. Brown Jr., Attorney General". Below this, a green bar shows "VERSION 1.0.0.22 (06/08/2010)", "CONTACT US", "HELP", and "LOGOFF". A red circle highlights the "CONTACT US" link. On the right, the user is logged in as "User: Doj Test Dealer" with the timestamp "Wednesday, June 09, 2010 2:46:49 PM". A red oval highlights a yellow warning icon and the message: "Your Secondhand Dealer license has been revoked, contact the Bureau of Firearms (view Contact Us link above)". On the left, a "MAIN MENU" sidebar lists "Buy", "Reprint", "Change Email Address", and "Change Password". The main content area features the "Department of Justice Bureau of Firearms" logo and the text "Firearms Dealer Acquisition System (FDAS)". At the bottom left, there is a small circular logo, "Version 1.0", and links for "CONTACT US" and "HELP".

If your Secondhand Dealer license has expired or has been revoked, after you have enrolled in the FDAS, you will only have the option to Submit a “Buy” transaction type, change your Email, change your password, or reprint FARs that were submitted within the last 24 hours.

Click on the “Contact Us” link for further instructions.



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## FDAS User Guide

### 4 Pawnbroker Main Menu Options

If you are licensed Pawnbroker you will have the option to submit “Buy”, “Pawn” or “Consignment” transaction types. You will also have the ability to change your password, change your Email address, or reprint Firearm Acquisition Reports (FAR) that you have submitted within the last 24 hours. The details of each function will be further explained in Sections 5 and 6 of this User Guide.

#### 4.1 Pawnbroker Main Menu Options Screen

[SKIP TO CONTENT](#)

Office of the Attorney General

State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP LOGOFF

**MAIN MENU**

- Buy
- Pawn
- Consignment
- Change Email Address
- Change Password

User: Doj Test  
Tuesday, June 08, 2010 2:53:30 PM

Department of Justice  
Bureau of Firearms

Firearms Dealer  
Acquisition System (FDAS)

Version 1.0 | CONTACT US | HELP



# California Department of Justice FDAS User Guide

## 4.2 Pawnbroker Reprint FAR Option

You will only see the “Reprint” option on the Main Menu if you have submitted a FAR within the last 24 Hours. Any FARs that are over 24 hours old will not be available to reprint.





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## 4.3 Main Menu for Expired or Revoked Pawnbroker License

The screenshot shows the FDAS user interface. At the top, the header reads "Office of the Attorney General" and "State of California • Department of Justice • Edmund G. Brown Jr., Attorney General". Below this, a navigation bar includes "VERSION 1.0.0.22 (06/08/2010)", "CONTACT US", "HELP", and "LOGOFF". The "CONTACT US" link is circled in red. On the left, a "MAIN MENU" sidebar lists "Buy", "Reprint", "Change Email Address", and "Change Password". In the center, a yellow warning icon is followed by the text: "Your Secondhand Dealer license has been revoked, contact the Bureau of Firearms (view Contact Us link above)". This message is also circled in red. Below the message, the text "Department of Justice Bureau of Firearms" and "Firearms Dealer Acquisition System (FDAS)" is displayed. To the right of this text is the official seal of the California Department of Justice Bureau of Firearms. At the bottom left, there is a small circular logo and the text "Version 1.0 | CONTACT US | HELP". The user's session information at the top right indicates "User: Doj Test Dealer" and "Wednesday, June 09, 2010 2:46:49 PM".

If your Pawnbroker license has expired or has been revoked, after you have enrolled in the FDAS, you will only have the option to submit a “Buy” transaction type, change your Email address, change your password, or reprint FARs that were submitted within the last 24 hours.

Click on the “Contact Us” link for further instructions.



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### 5 Entering a Firearms Acquisition Report (FAR)

#### 5.1 Assault Weapons

If you choose to do a “Buy” transaction **and** you have an Assault Weapon Permit you will be allowed to submit a transaction for a firearm, defined as an Assault Weapon, on a “Buy” transaction type. If you do not have an Assault Weapon Permit you will not be allowed to submit an Assault Weapon “Buy” transaction type.

By law, Assault Weapons are not allowed for Pawn or Consignment transactions at any time.

#### 5.2 The Seller/Transferor must be 18 years old or older

In order to conduct a “Pawn”, “Consignment”, or “Buy” transaction, the seller/ transferor must be 18 years or older.



# California Department of Justice

## FDAS User Guide

### 5.3 Entering a FAR

If you are a Secondhand Dealer your transaction type options will be “Buy” or “Consignment”. If you are a Pawnbroker your options will be “Buy”, “Consignment”, or “Pawn”. Once you have clicked on one of your transaction type options, the following screen will display.

Enter all Mandatory fields and any optional information that you have.

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State of California • Department of Justice • Edmund G. Brown Jr., Attorney General  
VERSION 1.0.0.36 (06/10/2010) CONTACT US HELP LOGOFF

**\* Indicates Required Field**

Welcome DoJ Test Dealer  
Thursday, June 17, 2010 11:25:10 AM

### Enter Transaction Details

Note: page submits and refreshes after selection of ID Type; and after entering Zip Code

**Seller/Transferor Information**

\*Last Name First Name Middle Initial \*Date of Birth (mm/dd/yyyy)

\*Gender Height (feet/inches) Weight \*ID Type \*ID Number

Select Gender feet inches (lbs) Select ID Type

\*Physical Street Address \*Zip Code ( )

City State

Transaction Date and Time Transaction Type \*Loan/Buy Num

06/17/2010 11:43 Buy

\*Make Model \*Serial Number

Select Gun Make

Serial Number 2 \*Caliber

Select Gun Caliber

Barrel Length Unit \*Type \*Category

Select Unit Select Gun Type Select Gun Category

Additional Firearm Description

Example: finish type or color, distinctive markings, unique characteristics

\* I certify under penalty of perjury under the laws of the State of California that I am a Pawnbroker licensed pursuant to Financial Code Section 21300, subd. (a), and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership.

Clear Main Menu

Mandatory fields will have a red asterisk (\*) by them.

The transaction type will display here. If you had chosen to do a pawn it would say Pawn, if you chose consignment, it would say Consignment.

If you see that you have chosen an incorrect type, Click on the “Main Menu” button and choose again.

Once you have filled in all the mandatory and any optional information you may have, read the certification box, and if you agree, click in the box.





# California Department of Justice

## FDAS User Guide

### 5.4 Valid Seller/ Transferor Identification (ID) types

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VERSION 1.0.0.22 (04/08/2010) CONTACT US HELP LOGOFF  
Welcome Doj Test  
Tuesday, June 08, 2010 1:20:49 PM

\* Indicates Required Field

### Enter Transaction Details

Note: page submits and refreshes after selection of ID Type; and after entering Zip Code

**Seller/Transferor Information**

\*Last Name: User \*First Name: Guide Middle Initial: K \*Date of Birth (mm/dd/yyyy): 05/05/1990

\*Gender: Female Height (feet/inches): feet 5 inches 5 Weight: 125 (lbs) \*ID Type: Select ID Type (dropdown menu open showing: CA Driver's License, CA ID Card, Canadian Driver's License, Foreign Passport, Military ID, Out of State Driver's License, Out of State ID Card, US Passport) \*ID Number:

\*Physical Street Address: \*Zip Code: City: State:

**Firearm Transaction Information**

Transaction Date and Time: 06/08/2010 11:53 Transaction Type: Buy \*Loan/Buy Number:

\*Make: Select Gun Make Model: \*Serial Number:

Serial Number 2: \*Caliber: Select Gun Caliber

Barrel Length: Unit: \*Type: Select Gun Type \*Category: Select Gun Category

There are 8 forms of valid Identification for seller/transferor to verify their identity. Each one has different rules which are outlined below.

1. CA Driver's License – Must be 1 Alpha in the first position, followed by 7 numbers.
2. CA ID Card – Must be 1 Alpha in the first position, followed by 7 numbers.
3. Canadian Driver's License – Maximum 11 characters and the system will automatically display Canada as the country.
4. Foreign Passport – Maximum 11 characters and you must pick the country the passport is from.
5. Military ID – Must be 9 numbers only, cannot be less or more than 9 numbers, no alphas.
6. Out of State Driver's License – Maximum 11 characters and you must pick the issuing state.
7. Out of State ID Card – Maximum 11 characters and you must pick the issuing state.
8. US Passport – Maximum 11 characters and the system will automatically display USA as the Country.



# California Department of Justice

## FDAS User Guide

### 5.5 Firearm Pull down Menus

Choose one firearm make from the “Make” pull down menu.

Choose one firearm caliber from the “Caliber” pull down menu



# California Department of Justice

## FDAS User Guide

\*Gender: Female Height (feet/inches): 5 feet 5 inches Weight: 125 (lbs) \*ID Type: Out Of State Driver's License \*ID Number: UserGuide

\*Issuing State: LOUISIANA

\*Physical Street Address: 500 User Guide Lane \*Zip Code (of Physical Street Address): 95820

City: SACRAMENTO State: CA

**Firearms Transaction Information**

Transaction Date and Time: 06/08/2010 11:53 Transaction Type: Buy \*Loan/Buy Number: 123456

\*Make: ACCU TEK Model: 423 \*Serial Number: 546456

Serial Number 2: \*Caliber: 444 Marlin

Barrel Length: 1 Unit: IN \*Type: PISTOL \*Category: 4 OR MORE BARRELS

Select Gun Type: PISTOL  
RIFLE  
RIFLE/SHOTGUN COMBINATION  
SHOTGUN

Additional Firearm Description: Example: finish type or color, distinctive markings

\*I certify under penalty of perjury under the laws of the State of California that I am a Pawnbroker licensed pursuant to Financial Code Section 21300, subd. (a), and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership. ☒

Preview Clear Main Menu

Choose one firearm type from the "Type" pull down menu.

User: Guide: K 05/05/1990

\*Gender: Female Height (feet/inches): 5 feet 5 inches Weight: 125 (lbs) \*ID Type: Select ID Type \*ID Number:

\*Physical Street Address: 500 User Guide Lane \*Zip Code (of Physical Street Address): 95820

City: SACRAMENTO State: CA

**Firearms Transaction Information**

Transaction Date and Time: 06/08/2010 11:53 Transaction Type: Buy \*Loan/Buy Number: 123456

\*Make: ACCU TEK Model: 423

Serial Number 2: \*Caliber: 444 Marlin

Barrel Length: 1 Unit: IN \*Type: PISTOL \*Category: Select Gun Category

Select Gun Category: 4 OR MORE BARRELS  
BLANK PISTOL  
BOLT ACTION  
CARBINE  
DERRINGER  
DOUBLE BARREL  
FLARE GUN  
FLINTLOCK  
GAS OR AIR  
LEVER ACTION  
OVER AND UNDER  
PERCUSSION  
PUMP ACTION  
RECOILLESS  
REVOLVER  
SEMI-AUTOMATIC  
SINGLE SHOT  
THREE BARRELS

Additional Firearm Description: Example: finish type or color, distinctive markings, unique characteristics

\*I certify under penalty of perjury under the laws of the State of California that I am a Pawnbroker licensed pursuant to Financial Code Section 21300, subd. (a), and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership. ☒

Preview Clear Main Menu


Choose one firearm category from the "Category" pull down menu.



# California Department of Justice

## FDAS User Guide

### 5.6 Preview the FAR

**Office of the Attorney General**[SKIP TO CONTENT](#)

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VERSION 1.0.0.36 (06/10/2010) [CONTACT US](#) [HELP](#) [LOGOFF](#)

**\* Indicates Required Field**

Welcome, DoJ Test Dealer  
Thursday, June 17, 2010 11:25:10 AM

### Enter Transaction Details

Note: page submits and refreshes after selection of ID Type; and after entering Zip Code

#### Seller/Transferor Information

**\*Last Name**

**\*First Name**

Middle Initial

**\*Date of Birth** (mm/dd/yyyy)

**\*Gender**

Height (feet/inches)

Weight

**\*ID Type**

**\*ID Number**

**\*Physical Street Address**

**\*Zip Code** (of Physical Street Address)

City State

#### Firearms Transaction Information

Transaction Date and Time

Transaction Type

**\*Loan/Buy Number**

**\*Make**

Model

**\*Serial Number**

Serial Number 2

**\*Caliber**

Barrel Length

Unit

**\*Type**

**\*Category**

Additional Firearm Description

Example: finish type or color, distinctive markings, unique characteristics

**\* I certify under penalty of perjury under the laws of the State of California that I am a Pawnbroker licensed pursuant to Financial Code Section 21300, subd. (a), and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership.**

1. ☒

2.

(1.) Once you have checked the certification box, ( 2.) the "Preview" button will display. You may have to scroll down to view the "Preview" Button. Click on the "Preview" button.



# California Department of Justice

## FDAS User Guide

### 5.7 Preview of FAR

**WARNING – Your transaction has not been submitted at this point.**

You must print this preview out and have the seller/transferor make sure the information is correct and initial the printed form because once you submit the FAR, the seller/transferor will need to go through the Dealer Record of Sales (DROS) process to get the firearm back.

State of California BOF 935 (Rev. 7/2010)		PREVIEW BUREAU OF FIREARMS DEALER REPORT OF FIREARM ACQUISITION for use by Firearms Dealers, Secondhand Dealers, and Pawnbrokers		Department of Justice Page 1 of 1	
Pursuant to Business and Professions Code section 21628 and Financial Code 21208					
<b>TRANSACTION DETAILS</b>					
Loan/Buy Number 132456		Transaction Date and Time 06/30/2010 08:27		Transaction Type BUY	
<b>SELLER/TRANSFEROR INFORMATION</b>					
Last Name USER		First Name GUIDE		Middle Initial Date of Birth 05/05/1956	
Identification Type CA Driver's License		Identification Number A1234567		Issuing State CA	
Address USER GUIDE WAY		City SACRAMENTO		State CA	
Zip Code 95820		Gender F		Height 5 ft 5 in	
Weight 152 lbs.		DEALER INFORMATION			
License Number 21455		Dealer Name DOJ TEST DEALER			
Business Address 111 A ST		City SACRAMENTO		State CA	
Zip Code 95814		Business Phone ( 916 ) 333 3333		LEA Jurisdiction SACRAMENTO POLICE DEPT	
ORI CA0340400		FIREARM DETAILS			
Make SIG SAUER		Model P238		Serial Number 12346	
Serial Number 2		Caliber 9mm Luger/Parabellum/9 X 19, 9mm Kurz/Corto/9 X 17 (.380), 9mm Winch			
Barrel Length		Type 1 PISTOL		Type 2 REVOLVER	
Edit Details		Cancel		Print	

Click on "Print"





# California Department of Justice

## FDAS User Guide

### 5.8 Print Reminder

Pursuant to Business and Professions Code section 21628 and Financial Code 21208

TRANSACTION DETAILS					
Loan/Buy Number	Transaction Date and Time		Transaction Type		
123456	06/08/2010 11:53		BUY		

SELLER/TRANSFEROR INFORMATION					
Last Name	First Name	Middle Initial	Date of Birth		
USER	GUIDE	K	05/05/1990		
Identification Type	Identification Number	Issuing State	Gender	Height	Weight
OLN	USERGUIDE	LOUISIANA	F	5'8.5"	165 lb

Message from webpage

Please complete the following steps:

- 1) print the Preview Transaction Report form
- 2) have the seller/transferor review the content for accuracy
- 3) have the seller/transferor initial the appropriate area

NOTE: The print feature for the Preview form is no longer available once you submit this transaction; therefore, please print before submitting.

OK Cancel

Add	Kerman		CA	93630
500				
DEAL				
License				
Business				
Business Phone	Police Division	ORI		
(916) 333 3333		CA0100700		

FIREARM DETAILS		
Make	Model	Serial Number
ACCU TEK	423	546456
Serial Number 2	Caliber	
	.444 Marlin	
Barrel Length	Type 1	Type 2
1 IN	PISTOL	4 OR MORE BARRELS

Click "OK" or "Cancel" to go back to the Preview

If you clicked "OK", your print dialog box should display. Print the **Preview FAR**.



# California Department of Justice

## FDAS User Guide

### 5.9 Hard Copy Version of Preview FAR

State of California BOF 935 (Rev. 7/2010)		PREVIEW BUREAU OF FIREARMS DEALER REPORT OF FIREARM ACQUISITION for use by Firearms Dealers, Secondhand Dealers, and Pawnbrokers		Department of Justice Page 1 of 1	
Pursuant to Business and Professions Code section 21628 and Financial Code 21208					
<b>TRANSACTION DETAILS</b>					
Loan/Buy Number [REDACTED]	Transaction Date and Time 06/29/2010 11:45		Transaction Type BUY		
<b>SELLER/TRANSFEROR INFORMATION</b>					
Last Name JONES		First Name JAMES		Middle Initial	Date of Birth 01/01/1964
Identification Type CA Driver's License	Identification Number C1234567	Issuing State CA	Gender M	Height	Weight
Address 1234 ANYWHERE STREET		City SACRAMENTO	State CA	Zip Code 95820	
<b>DEALER INFORMATION</b>					
License Number [REDACTED]		Dealer Name [REDACTED]			
Business Address [REDACTED]		City [REDACTED]	State CA	Zip Code [REDACTED]	
Business Phone [REDACTED]		LEA Jurisdiction [REDACTED]		ORI [REDACTED]	
<b>FIREARM DETAILS</b>					
Make AA ARMS CORP		Model		Serial Number 66123	
Serial Number 2	Caliber 6.35mm/.25 ACP				
Barrel Length	Type 1 PISTOL	Type 2 SINGLE SHOT			
<p>I have reviewed the SELLER/TRANSFEROR INFORMATION and the FIREARM DETAILS shown on this form and understand that once this information is submitted by the dealer, I must go through the Pawn or Consignment Firearm Redemption process and associated fees to redeem my firearm.</p>					
<div style="border: 1px solid black; padding: 5px; text-align: center;">SELLER/TRANSFEROR'S INITIALS</div>					

Have the seller/transferor initial here to confirm that the information is correct.



# California Department of Justice

## FDAS User Guide

### 5.10 Submit FAR

State of California BOF 935 (Rev. 7/2010)		BUREAU OF FIREARMS DEALER REPORT OF FIREARM ACQUISITION for use by Firearms Dealers, Secondhand Dealers, and Pawnbrokers		Department of Justice Page 1 of 1	
Pursuant to Business and Professions Code section 21628 and Financial Code 21208					
<b>TRANSACTION DETAILS</b>					
Loan/Buy Number USER GUIDE		Transaction Date and Time 06/17/2010 11:23		Transaction Type BUY	
<b>SELLER/TRANSFEROR INFORMATION</b>					
Last Name USER		First Name GUIDE		Middle Initial K	Date of Birth 05/01/1963
Identification Type CA Driver's License	Identification Number A1234567	Issuing State CA	Gender F	Height 6 ft 1 in	Weight 145 lbs.
Address USER GUIDE WAY		City SACRAMENTO		State CA	Zip Code 95820
<b>DEALER INFORMATION</b>					
License Number 21455		Dealer Name DOJ TEST DEALER			
Business Address 111 A ST		City SACRAMENTO		State CA	Zip Code 95814
Business Phone ( 916 ) 333 3333		LEA Jurisdiction SACRAMENTO POLICE DEPT		ORI CA0340400	
<b>FIREARM DETAILS</b>					
Make SIG SAUER		Model P238		Serial Number 12346	
Serial Number 2		Caliber 9mm Luger/Parabellum/9 X 19, 9mm Kurz/Corto/9 X 17 (.380), 9mm Winch			
Barrel Length		Type 1 PISTOL		Type 2 REVOLVER	
1. Edit Details		2. Submit		Print	

Verify accuracy with the seller/transferor. If the seller/transferor finds an error, click on (1.) "Edit Details". You will be taken back to the FAR entry screen. Make changes, and click on "Preview" again. Print the **Preview** FAR, have the seller/transferor verify the accuracy. Have the seller/transferor initial the **Preview** FAR.

Once you have previewed and printed the FAR the (2.) "Submit" button will display. If the FAR is correct, click "Submit". Once you click "Submit" the seller/transferor must go through the DROS process to get the firearm back.





# California Department of Justice

## FDAS User Guide

### 5.11 Final FAR

State of California BOF 935 (Rev. 7/2010)		<b>BUREAU OF FIREARMS DEALER REPORT OF FIREARM ACQUISITION</b> for use by Firearms Dealers, Secondhand Dealers, and Pawnbrokers		Department of Justice Page 1 of 1	
Pursuant to Business and Professions Code section 21628 and Financial Code 21208					
<b>TRANSACTION DETAILS</b>					
FDAS Transaction Number: B1000515					
Loan/Buy Number USER GUIDE		Transaction Date and Time 06/17/2010 11:23		Transaction Type BUY	
<b>SELLER/TRANSFEROR INFORMATION</b>					
Last Name USER		First Name GUIDE		Middle Initial K	
Date of Birth 05/01/1963		Identification Type CA Driver's License		Identification Number A1234567	
Issuing State CA		Gender F		Height 6 ft 1 in	
Weight 145 lbs.		Address USER GUIDE WAY		City SACRAMENTO	
State CA		Zip Code 95820			
<b>DEALER INFORMATION</b>					
License Number 21455		Dealer Name DOJ TEST DEALER			
Business Address 111 A ST		City SACRAMENTO		State CA	
Zip Code 95814		Business Phone (916) 333 3333		LEA Jurisdiction SACRAMENTO POLICE DEPT	
ORI CA0340400					
<b>FIREARM DETAILS</b>					
Make SIG SAUER		Model P238		Serial Number 12346	
Serial Number 2		Caliber 9mm Luger/Parabellum/9 X 19, 9mm Kurz/Corto/9 X 17 (.380), 9mm Winch			
Barrel Length		Type 1 PISTOL		Type 2 REVOLVER	
Main Menu		Print			

Your transaction has been submitted, and no changes can be made. The Final FAR will have the unique FDAS Transaction Number in the top, right, corner. You are required to print the Final FAR and obtain the seller/transferor's signature and right thumb print. You, the Secondhand Dealer or Pawnbroker, are also required to sign the Final FAR. You are to keep all Final FARs in your place of business.

[illegible]

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# California Department of Justice

## FDAS User Guide

### 5.13 Hard Copy Version of the Final FAR

State of California BOF 935 (Rev. 7/2010)		BUREAU OF FIREARMS DEALER REPORT OF FIREARM ACQUISITION for use by Firearms Dealers, Secondhand Dealers, and Pawnbrokers		Department of Justice Page 1 of 1	
Pursuant to Business and Professions Code section 21628 and Financial Code 21208					
<b>TRANSACTION DETAILS</b>					
FDAS Transaction Number: [REDACTED]					
Loan/Buy Number [REDACTED]		Transaction Date and Time 06/29/2010 11:45		Transaction Type BUY	
<b>SELLER/TRANSFEROR INFORMATION</b>					
Last Name JONES		First Name JAMES		Middle Initial [REDACTED]	
Date of Birth 01/01/1964		Identification Type CA Driver's License		Identification Number C1234567	
Issuing State CA		Gender M		Height [REDACTED]	
Weight [REDACTED]		Address 1234 ANYWHERE STREET		City SACRAMENTO	
State CA		Zip Code 95820			
<b>DEALER INFORMATION</b>					
License Number [REDACTED]		Dealer Name [REDACTED]			
Business Address [REDACTED]		City [REDACTED]		State CA	
Zip Code [REDACTED]		Business Phone [REDACTED]		LEA Jurisdiction [REDACTED]	
ORI [REDACTED]					
<b>FIREARM DETAILS</b>					
Make AA ARMS CORP		Model [REDACTED]		Serial Number 66123	
Serial Number 2 [REDACTED]		Caliber 6.35mm/.25 ACP			
Barrel Length [REDACTED]		Type 1 PISTOL		Type 2 SINGLE SHOT	
<hr/>					
<input checked="" type="checkbox"/> SELLER/TRANSFEROR'S SIGNATURE I certify under penalty of perjury that to my knowledge and belief the information above is true and complete and I am the owner, or have the authority of the owner, to sell or pledge the property.				<div>Right Thumb Print</div> <div>[REDACTED]</div>	
<input checked="" type="checkbox"/> DEALER/EMPLOYEE'S SIGNATURE I certify under penalty of perjury under the laws of the State of California that I am a Secondhand Dealer licensed pursuant to B&P Code Section 21641, and that my license is active.					

Have the seller/transferor sign and place their right thumb print on the final FAR. You must also sign on the "Dealer/Employee's Signature" line.



# California Department of Justice

## FDAS User Guide

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### 5.14 New Transaction Same Seller/Transferor

Once you have printed the Final FAR, you will have the option to enter another firearm for the same seller/transferor. The seller/ transferor information and your dealer information will be auto-populated. You will only have to enter the new firearm information. This will be considered a separate transaction and therefore you will have to complete the preview, print, submit, and Final FAR print steps again for the additional firearm, for the same seller/ transferor. You can only use this function if you are doing the same type of transaction for the seller/ transferor. If the seller/transferor wants to pawn one firearm, and consign one firearm, you must return to the Main Menu and choose the different transaction type, and all information for the seller/transferor must be re-entered.

If you have no other firearms to acquire for the same seller/ transferor, click on the “Main Menu” button.



# California Department of Justice

## FDAS User Guide


State of California BOF 935 (Rev. 7/2010)		BUREAU OF FIREARMS DEALER REPORT OF FIREARM ACQUISITION for use by Firearms Dealers, Secondhand Dealers, and Pawnbrokers		Department of Justice Page 1 of 1	
Pursuant to Business and Professions Code section 21628 and Financial Code 21208					
<b>TRANSACTION DETAILS</b>					
FDAS Transaction Number: B1000515					
Loan/Buy Number USER GUIDE		Transaction Date and Time 06/17/2010 11:23		Transaction Type BUY	
<b>SELLER/TRANSFEROR INFORMATION</b>					
Last Name USER		First Name GUIDE		Middle Initial K	
Date of Birth 05/01/1963		Identification Type CA Driver's License		Identification Number A1234567	
Issuing State CA		Gender F		Height 6 ft 1 in	
Weight 145 lbs.		Address USER GUIDE WAY		City SACRAMENTO	
State CA		Zip Code 95820			
<b>DEALER INFORMATION</b>					
License Number 21455		Dealer Name DOJ TEST DEALER			
Business Address 111 A ST		City SACRAMENTO		State CA	
Zip Code 95814		Business Phone (916) 333 3333		LEA Jurisdiction SACRAMENTO POLICE DEPT	
ORI CA0340400					
<b>FIREARM DETAILS</b>					
Make SIG SAUER		Model P238		Serial Number 12346	
Serial Number 2		Caliber 9mm Luger/Parabellum/9 X 19, 9mm Kurz/Corto/9 X 17 (.380), 9mm Winch			
Barrel Length		Type 1 PISTOL		Type 2 REVOLVER	
2. Main Menu		Print		1. New Transaction, Same Seller	

1. Click on "New Transaction, Same Seller" to acquire another firearm from the same seller/transferor.
2. If you are not acquiring another firearm from the same seller, click on the Main Menu where you can choose to do another type of transaction – "Pawn" (Pawnbroker only), "Consignment", or "Buy", or log out.



# California Department of Justice

## FDAS User Guide

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VERSION 1.0.0.36 (06/10/2010) [CONTACT US](#) [HELP](#) [LOGOFF](#)

**\* Indicates Required Field**

Welcome, DoJ Test Dealer  
Thursday, June 17, 2010 11:34:29 AM

### Enter Transaction Details

Note: page submits and refreshes after selection of ID Type; and after entering Zip Code

#### Seller/Transferor Information

**\* Last Name**  
USER

**\* First Name**  
GUIDE

**Middle Initial**  
K

**\* Date of Birth (mm/dd/yyyy)**  
05/01/1963

**\* Gender**  
Female

**Height (feet/inches)**  
feet 6 inches 1

**Weight**  
145 (lbs)

**\* ID Type**  
CA Driver's License

**\* ID Number**  
A1234567

**State**  
CA

**\* Physical Street Address**  
USER GUIDE WAY

**\* Zip Code (of Physical Street Address)**  
95820

**City**  
SACRAMENTO

**State**  
CA

#### Firearm Transaction Information

**Transaction Date and Time**  
06/17/2010 11:33

**Transaction Type**  
Buy

**\* Loan/Buy Number**

**\* Make**  
Select Gun Make

**Model**

**\* Serial Number**

**Serial Number 2**

**\* Caliber**  
Select Gun Caliber

**Barrel Length**

**Unit**  
Select Unit

**\* Type**  
Select Gun Type

**\* Category**  
Select Gun Category

**Additional Firearm Description**  

Example: finish type or color, distinctive markings, unique characteristics

**\* I certify under penalty of perjury under the laws of the State of California that I am a Secondhand Dealer licensed pursuant to Business and Professional (B&P) Code Section 21641, and that my license is valid as issued by the local law enforcement agency with jurisdiction over my dealership.** ☒

Preview

Clear

Main Menu

Auto-Populated  
Information

If you chose to do a "new transaction, same Seller", the seller/ transferor information is auto-populated for you. Add the new firearm Information, preview and print the transaction, obtain the seller/transferor's initials, submit the transaction, print the final FAR, and obtain the seller/ transferor's signature and right thumb print. Keep the final FAR for your records.





# California Department of Justice FDAS User Guide

## 6 Change Email, Change Password, or Reprint FAR

### 6.1 Main Menu Screen

**Office of the Attorney General**  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP LOGOFF

**MAIN MENU**

- Buy
- Consignment
- Reprint
- Change Email Address
- Change Password

User: **Doj Test Dealer**  
Wednesday, June 16, 2010 8:32:33 AM

Department of Justice  
Bureau of Firearms

Firearms Dealer  
Acquisition System (FDAS)

**CALIFORNIA DEPARTMENT OF JUSTICE**  
SPECIAL AGENT  
DEPT. OF JUSTICE  
CALIFORNIA  
**BUREAU OF FIREARMS**

Version 1.0 | CONTACT US | HELP



# California Department of Justice

## FDAS User Guide

### 6.2 Change Email

If you would like to change the Email address you submitted at enrollment, on the Main Menu choose the “Change Email” option, the following screen will display.

**Office of the Attorney General**  
State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

VERSION 1.0.0.36 (06/10/2010) CONTACT US HELP LOGOFF

\* Indicates Required Field

Welcome, Doj Test Dealer  
Thursday, June 17, 2010 11:09:39 AM

### Change Email Address

1.  \*Current Email Address
2.  \*New Email Address
3.  \*Confirm (re-enter) New Email Address

Please click buttons only once. Multiple clicks will delay processing.

1. Enter your current Email address
2. Enter your new Email address that you now want to use
3. Re-enter your new Email address





# California Department of Justice

## FDAS User Guide

### 6.3 Change Password

You have the option to change your password at any time. It is mandatory to change your password within 24 hours of receiving a temporary password. Passwords must contain at least 8 characters, with one upper case alpha, one lower case alpha, and one number included in it. Special characters are optional but recommended.

188,124

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VERSION 1.0.0.22 (06/08/2010) CONTACT US HELP LOGOFF

SKIP TO CONTENT

\* Indicates Required Field

Welcome, Doj Test Dealer  
Wednesday, June 16, 2010 8:14:18 AM

⚠ The system generated password must be changed.

### Change Password

\*Current Password

\*New Password

\*Re-enter New Password

Note: Passwords must be at least 8 characters and must contain at least one upper case alpha, at least one lower case alpha and at least one numeric character. Special characters are optional but recommended.

Please click buttons only once. Multiple clicks will delay processing.

Submit

Clear

1. Enter your current password
2. Enter your new password that you now want to use
3. Re-enter your new password




# California Department of Justice

## FDAS User Guide

### 6.4 Reprint FAR

If you have submitted one or more FARs within the last 24 hours you can reprint any of them by clicking on “Reprint” on the Main Menu screen.



## Office of the Attorney General

State of California • Department of Justice • Edmund G. Brown Jr., Attorney General

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\* Indicates Required Field

Welcome, **Doj Test**  
Tuesday, June 08, 2010 2:52:15 PM

### Transaction List

Loan/Buy Number	Type	Last Name	Date	Serial Number	Transaction Number
<a href="#">3434</a>	C	USER GUIDE	06/08/2010 14:38	54545	C1000192
<a href="#">1234567</a>	P	USER GUIDE	06/08/2010 14:30	54648	P1000191
<a href="#">123456</a>	B	USER	06/08/2010 13:49	12346	B1000189
<a href="#">123456</a>	B	USER	06/08/2010 13:43	213546	B1000188
<a href="#">123456</a>	B	USER	06/08/2010 11:53	546456	B1000187

[Main Menu](#)

1. Click on the “Loan/Buy Number” of the transaction you would like to reprint.



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### 6.5 Reprint Final FAR

TRANSACTION DETAILS			
FDAS Transaction Number: B1000506			
Loan/Buy Number 454564	Transaction Date and Time 06/10/2010 14:21	Transaction Type BUY	
SELLER/TRANSFEROR INFORMATION			
Last Name TEST	First Name BUY	Middle Initial K	Date of Birth 05/05/1960
Identification Type Canadian Driver's License	Identification Number 21354KNKN	Gender F	Height 5 ft 5 in
Address TEST BUY ON REVOKED		Weight 123 lbs.	Zip Code 95820
DEALER INFORMATION			
License Number 21455			
Business Address 111 A ST	City SACRAMENTO	State CA	Zip Code 95814
Business Phone ( 916 ) 333 3333	LEA Jurisdiction SACRAMENTO POLICE DEPT	ORI CA0340400	
FIREARM DETAILS			
Make ACCU MATCH INTERNATIONAL	Model	Serial Number 3435FDFD	
Serial Number 2	Caliber 454 Casull with colt 45, 45 ACP, 45 Win. MAG		
Barrel Length	Type 1 PISTOL	Type 2 SINGLE SHOT	
<div>3. Back to List      4. Main Menu      1. Reprint</div>			

1. Click on the "Reprint" button
2. Click on OK, your print dialog box will open, reprint the FAR
3. Click "Back to List" to reprint another FAR, **OR**
4. Click on "Main Menu"